



Parades

Parades are defined as a procession of pedestrians, vehicles or animals or any combination thereof, traveling in unison along or upon a street, road, or highway, organized and conducted for the purposes of attracting the attention of the general public and/or expressing or celebrating views or ideas. Neighborhood parades and funeral processions are not included in this definition.

GUIDELINES

1. The event organizer must complete and submit a Notice of Intent to the Outdoor Events Manager no earlier than 365 days and no later than 180 days before the event.
2. After receipt of the Notice of Intent, the Outdoor Events Manager will schedule the parade to be considered by the Calendar Committee. The organizer must attend a Calendar Committee Meeting no later than 210 days before the event.
3. Before the calendar committee meeting, the parade organizer must send notice of the calendar committee meeting for the parade to registered neighborhood associations, churches and schools within ¼ mile of the parade route, staging area, or closed streets. A copy of this notice is also sent to the Outdoor Events Manager. Notice is sent at organizers expense, and may be provided by US mail, electronic mail, signs posted on private property, published in one issue of the local section of a newspaper with general circulation in the City, or hand delivered.
4. After approval from the Calendar Committee is obtained, organizer has 30 days to submit the application along with the necessary documentation and application fee. This action should be no less than 180 days before the event.
Documentation includes: application, route map, route written description, estimated attendance affidavit, signed user agreement, street and sidewalk closures, staging site plan, traffic control plan, emergency services and fire safety plan, details of cleanup, copies of notification letters, and certificate of insurance.
5. A pre-event meeting with City staff and stakeholders is required no later than 120 days before the event to review parade plans and logistics. Permit fees will be due at this time.
6. No later than 30 days before the parade, organizer is required to send notice to affected businesses and residents. Notice may be made by US mail, electronic mail, signs posted on private property, published in one issue of a local section of a newspaper with general circulation in the City, or hand delivered. A copy of the notice is also sent to the city's Outdoor Events Manager. Notice is sent at organizers expense.
7. The permit is issued no later than 90 days after receipt of the completed application.
8. Deposit is refunded if no damage to the infrastructure or additional fees due no later than 30 days after the event.

WHERE TO OBTAIN FORMS

Notice of intent and application forms are available at www.fortworthgov.org/publicevents or by calling 817-392-7894.

FORM SUBMISSION

Submit Notice of Intent, application and documentation and fees:

In person

City of Fort Worth
Public Events Department
Outdoor Events Manager
1201 Houston Street
Fort Worth, TX 76102
817-392-7894

Electronically

specialevents@fortworthgov.org

Fax

817-392-2756 Attention Outdoor Events Manager

QUESTIONS

To learn more or for questions, call 817-392-7894 or visit www.fortworthgov.org.